

FOR OFFICIAL USE ONLY

Date application filed: _____

Date fee paid: _____

Date hearing advertised: _____

Reason for appeal: _____

Date of hearing: _____ Hearing No. _____

ZONING HEARING BOARD
BOROUGH OF BERWICK
COLUMBIA COUNTY, PENNSYLVANIA

APPLICATION FOR SPECIAL EXCEPTION

The undersigned requests the granting of a Special Exception by the Zoning Hearing Board of the Borough of Berwick as set forth below:

BACKGROUND

1. Name, Address, and Telephone Number of Applicant(s):

2. Address of property in question:

3. Zoning District in which the property is located:

4. What is your interest in the property in question? Please set forth whether you own the property, lease the property, intend to lease the property, or intend to purchase the property under an agreement of sale?

5. Set forth in detail what you are proposing to do on this property.

6. Set forth in detail the Special Exception you are requesting and the section of the Borough of Berwick Zoning Ordinance under which you are requesting the Special Exception.

7. Set forth why you feel a Special Exception should be granted.

I hereby request a hearing before the Borough of Berwick Zoning Hearing Board and certify the facts set forth in the above application are true. I understand if this application is not complete and the information requested is not provided, this application may be rejected by the Zoning Administrator and/or Zoning Hearing Board as an incomplete application and any action on this matter may be delayed.

Date

Applicant's Signature

Date

Applicant's Signature

INSTRUCTIONS FOR COMPLETING AN APPLICATION
FOR A HEARING BEFORE
THE ZONING HEARING BOARD
OF THE BOROUGH OF BERWICK

1. Attach all documents relating to this request for a special exception to this application. Please check to see that all questions on this application are answered completely or the application may be rejected and returned.

2. Attach eight (8) copies of the plot plan (drawn to scale) of the property in question which shows the location and size of the lot(s), the location of improvements now present and/or proposed and any other changes proposed. THIS PLOT PLAN SHALL INCLUDE THE FOLLOWING:

- (A) Property Lines
- (B) Streets and alleys
- (C) ALL structures
- (D) ALL dimensions, including lot length and width, lot area, building dimensions, front, rear and side setbacks, all off-street parking spaces, etc.
- (E) Size and placement of any signs.

THIS PLOT PLAN MUST BE DRAWN TO SCALE! IF PLANS ARE
LARGER THAN 8-1/2" X 11" THEY MUST BE FOLDED TO 8-1/2" X 11".

3. Attach a listing of the names and addresses of ALL PROPERTY OWNERS within 200 feet of all property lines of the property in question. The list is to include the actual address, the actual property owner and the property owner's address if the property is tenant occupied. This information may be obtained by contacting the Tax Assessment Office at the Columbia County Courthouse at 570-389-5642.

4. Attach a check payable to the Borough of Berwick in the amount of \$525.00.

5. All hearings will be heard in their assigned numerical order. Hearings are open to the public and all persons interested shall be heard.

6. Hearings are conducted on the third Thursday of each month. Applications must be completed and filed with the Zoning Administrator by noon on the third Thursday of the month prior to the scheduled date. No exceptions shall be made.

7. If leasing or buying property, a signed agreement shall be present at hearing.